DAVID Y. IGE
GOVERNOR

HAKIM OUANSAFI
EXECUTIVE DIRECTOR

STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:
16:CPO/268

August 22, 2016

TO: Interested Parties

FROM: Rick T. Sogawa
Procurement Officer

SUBJECT: Request-for-Proposals, No. PMB-2016-31, Addendum No. 3
Property Management, Maintenance and Resident Services – AMP 49

This Addendum No. 3 is to: 1) provide an additional response to the written questions received by the HPHA up until August 15, 2016 as follows:

Written Question and Response:

Question 1. Can we obtain a copy of the current amp budget which includes the amp's current staffing by position?

Response: See attached AMP 49 Current Program Budget. The current staffing pattern is as follows:

Administrative:

Area Manager (1.00 Full Time Equivalent (FTE)
Certified Occupancy Specialist (1.0 FTE)

Maintenance:

Maintenance Worker I (3.0 FTEs)
Grounds Worker I (1.5 FTEs)

AMP 49 Current Program Budget

Line #	GL Number	FDS Code	Description		July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	Budget Total	FY16 ANNUALIZE	FY15 Ended
1			Revenue																
2		11220	Gross Potential Rent		42,410	42,410	42,410	42,410	42,410	42,410	42,410	42,410	42,410	42,410	42,410	42,410	508,914		-
3		11230	Less: Vacancy Loss Rent		(4,524)	(4,524)	(4,524)	(4,524)	(4,524)	(4,524)	(4,524)	(4,524)	(4,524)	(4,524)	(4,524)	(4,524)	(54,284)		-
4	703000	70300	Net Tenant Rental Revenue		37,886	37,886	37,886	37,886	37,886	37,886	37,886	37,886	37,886	37,886	37,886	37,886	454,630	484,989	452,781
5	703010	70300	Rent Repayment Agreement														0	0	717
6	704000	70400	Tenant Revenue - Other														0	0	-
7	704001	70400	Excess Gas														0	0	-
8	704002	70400	Excess Electric														0	0	-
9	704003	70400	Work Order Material Revenue														0	0	-
10	704004	70400	Work Order Labor Revenue														0	0	-
11	704005	70400	Late Fees														0	0	-
12	704006	70400	Pet Charge														0	120	120
13		**70500**	**Total Tenant Revenue (Line 4 thru 12)**		**37,886**	**37,886**	**37,886**	**37,886**	**37,886**	**37,886**	**37,886**	**37,886**	**37,886**	**37,886**	**37,886**	**37,886**	454,630	485,109	453,618
14		11240	Gross Potential Subsidy		64,763	64,763	64,763	64,763	64,763	64,763	64,763	64,763	64,763	64,763	64,763	64,763	777,150	0	-
15		11250	Less: Subsidy Loss - Vacancy		(432)	(432)	(432)	(432)	(432)	(432)	(432)	(432)	(432)	(432)	(432)	(432)	(5,181)	0	-
16		11260	Less: Subsidy Loss - Proration														0	0	-
17	706000	70600	HUD Operating Subsidy		**64,331**	**64,331**	**64,331**	**64,331**	**64,331**	**64,331**	**64,331**	**64,331**	**64,331**	**64,331**	**64,331**	**64,331**	771,969	755,335	723,490
18	711000	71100	Investment Income														0	75	69
19	715000	71500	Other Revenue														0	0	1,418
20	715002	71500	Section 8 Port-In Admin														0	0	-
21	715004	71500	Laundry Income		917	917	917	917	917	917	917	917	917	917	917	917	11,004	10,893	11,185
22	708000	10010	State G-fund, RSP														0	0	-
23		**Total Other Revenue (Line 17 thru 23)**			65,248	65,248	65,248	65,248	65,248	65,248	65,248	65,248	65,248	65,248	65,248	65,248	782,973	766,303	736,162
24		**70000. Total Revenue (Line 12, 24)**			**103,134**	**103,134**	**103,134**	**103,134**	**103,134**	**103,134**	**103,134**	**103,134**	**103,134**	**103,134**	**103,134**	**103,134**	1,237,603	1,251,412	1,189,780
25			Expenses																
26	911000	91100	Administrative Salaries		0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
27	915000	91500	Administrative Benefits		0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
28	911070	91100	OPEB EXPENSE														0	0	-
29	912000	91200	Auditing Fees		269	269	269	269	269	269	269	269	269	269	269	269	3,228	10,033	8,537
30	913000	91300	Management Fees		4,814	4,814	4,814	4,814	4,814	4,814	4,814	4,814	4,814	4,814	4,814	4,814	57,768	54,791	54,146
31	913100	91310	Bookkeeping Fees		1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	1,118	13,410	12,640	12,270
32	913150	91310	Outside Management Fees														0	0	-
33	914000	91400	Advertising & Marketing														0	0	-
34	916000	91600	Office Expenses		108	108	108	108	108	108	108	108	108	108	108	108	1,296	1,264	337
35	916001	91600	Telephone		233	233	233	233	233	233	233	233	233	233	233	233	2,796	2,677	2,764
36	916002	91600	Postage		166	166	166	166	166	166	166	166	166	166	166	166	1,992	1,648	750
37	916003	91600	Consultant/professional Svcs														0	0	-
38	916005	91600	After Hour Telephone Services														0	0	-
39	916007	91600	Hearing Board Stipend														0	0	-
40	916008	91600	Process Server Fees		128	128	128	128	128	128	128	128	128	128	128	128	1,536	1,161	4,296

Line #	GL Number	FDS Code	Description	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	Budget Total	FY16 ANNUALIZE	FY15 Ended
41	916009	91600	Lease Rent													0	0	-
42	916010	91600	Managing Agent's Fee	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	54,000	51,284	52,590
43	916012	91600	Copier Rental	191	191	191	191	191	191	191	191	191	191	191	191	2,292	2,027	3,289
44	916013	91600	Office Supplies	142	142	142	142	142	142	142	142	142	142	142	142	1,704	1,528	1,598
45	916016	91600	Blueprints And Photos													0	0	-
46	916017	91600	Subscriptions	110	110	110	110	110	110	110	110	110	110	110	110	1,315	248	154
47	916018	91600	Admin Furn & Equipment $250-$999	33	34	34	34	34	34	34	34	34	34	34	34	407	307	-
48	916019	91600	Admin Furn & Equipment $1000-$4999													0	0	-
49	916021	91600	Motor Vehicle $1000-$4999													0	0	-
50	916088	91600	Interest Expense													0	0	-
51	917000	91700	Legal Expense	940	940	940	940	940	940	940	940	940	940	940	940	11,280	0	-
52	918000	91800	Travel - Other													0	0	-
53	918001	91800	Interisland Airfare - Employee													0	0	-
54	918002	91800	Interisland Per Diem - Employee													0	0	-
55	918003	91800	Interisland Car Rental - Employee													0	0	-
56	918004	91800	Out-Of-State Airfare - Employee													0	0	-
57	918005	91800	Out-Of-State Per Diem - Employee													0	0	-
58	918006	91800	Out-Of-State Car Rental - Employee													0	0	-
59	919000	91900	Administrative-Other	125	125	125	125	125	125	125	125	125	125	125	125	1,500	7,321	1,257
60	919001	91900	Training	125	125	125	125	125	125	125	125	125	125	125	125	1,500	0	-
61	919002	91900	Car Mileage/vehicle Gasoline													0	0	-
62	919003	91900	Front Line Service Fee	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	17,136	17,648	17,138
63	919010	91900	Private Mgmt - Administrative Salaries	8,088	8,088	8,088	8,088	8,088	8,088	8,088	8,088	8,088	8,088	8,088	8,088	97,056	99,663	101,990
64	919011	91900	Private Mgmt - Administrative Benefits	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	2,508	30,096	30,744	30,402
65	919998	91900	Undesignated Expense													0	0	-
66		**91000. Total Administrative (Line 27 thru 66)**		25,025	25,026	25,026	25,026	25,026	25,026	25,026	25,026	25,026	25,026	25,026	25,026	300,312	294,984	291,518
67	920000	92000	Asset Mgt Fees	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	17,880	0	18,000
68	922000	92200	Relocation Costs													0	0	-
69	924000	92400	Tenant Services Other	250	250	250	250	250	250	250	250	250	250	250	250	3,000	(560)	1,443
70	924062	92400	Resident Participation	168	168	168	168	168	168	168	168	168	168	168	168	2,010	0	-
71		**92500. Total Tenant Services (Line 68 thru 71)**		418	418	418	418	418	418	418	418	418	418	418	418	5,010	(560)	19,443
72	931000	93100	Water	9,077	9,077	9,077	9,077	9,077	9,077	9,077	9,077	9,077	9,077	9,077	9,077	108,926	102,760	81,491
73	932000	93200	Electricity	13,328	13,328	13,328	13,328	13,328	13,328	13,328	13,328	13,328	13,328	13,328	13,328	159,938	155,280	185,747
74	933000	93300	Gas	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	5,410	64,916	63,025	66,778
75	936000	93600	Sewer	11,227	11,227	11,227	11,227	11,227	11,227	11,227	11,227	11,227	11,227	11,227	11,227	134,721	127,095	116,538
76	938000	93800	Other Utilities Expense													0	0	-
77		**93000. Total Utilities (Line 73 thru 77)**		39,042	39,042	39,042	39,042	39,042	39,042	39,042	39,042	39,042	39,042	39,042	39,042	468,500	448,160	450,554

Line #	GL Number	FDS Code	Description	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	Budget Total	FY16 ANNUALIZE	FY15 Ended
78	941000	94100	Maintenance Salaries & Wages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
79	945000	94500	Maintenance benefit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
80	942000	94200	Maintenance Materials	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	25,104	22,995	34,987
81	942001	94200	Building Supplies	171	171	171	171	171	171	171	171	171	171	171	171	2,052	2,356	5,532
82	942002	94200	Safety Supplies	100	100	100	100	100	100	100	100	100	100	100	100	1,200	0	9
83	942003	94200	Painting Supplies	677	677	677	677	677	677	677	677	677	677	677	677	8,124	1,221	8,557
84	942004	94200	Grounds Supplies	642	642	642	642	642	642	642	642	642	642	642	642	7,704	7,780	6,037
85	942005	94200	Electrical/lighting Supplies	467	467	467	467	467	467	467	467	467	467	467	467	5,604	4,231	1,400
86	942006	94200	Janitorial Supplies	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,031	4,981
87	942007	94200	Materials And Supplies Other	44	44	44	44	45	45	45	45	45	45	45	45	536	456	2,279
88	942018	94200	Maint, Appl & Equipment $250-$999	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	15,775	32,420
89	942019	94200	Maint, Appl & Equipment $1000-$4999-Maint													0	0	-
90	942044	94200	Maintenance-Plumbing													0	0	-
91	942045	94200	Materials Used By Central Maint													0	0	-
92	942046	94200	OBSOLETE INVENTORY													0	0	-
93	942047	94200	CHANGE IN ACCT METHOD													0	0	-
94	943000	94300-110	Contract Costs	270												270	3,893	3,481
95	943001	94300-120	Contracts-Mileage													0	0	-
96	943002	94300-010	Contracts-Refuse Collection	2,093	2,093	2,093										6,279	51,776	32,005
97	943003	94300-120	Contracts-Vehicle Rental													0	0	-
98	943004	94300-120	Contracts-Equipment Rental													0	0	-
99	943005	94300-110	Homeless Shelters Rental Expense Contracts													0	0	-
100	943006	94300-090	Contracts-Exterminating Services	500	500	500	500	500	500	500	500	500	500	500	500	6,000	244	131
101	943007	94300-110	Contracts-Bldg Repair & Maintenance	218	218	218	218	218	218	218	218	218	218	218	218	2,616	2,540	-
102	943008	94300-110	Contracts-Window Cleaning													0	0	-
103	943009	94300-110	Contracts-Carpet Cleaning													0	0	-
104	943010	94300-100	Contracts-Janitorial Services													0	0	-
105	943011	94300-050	Contracts-Tree Trimming Service													0	0	-
106	943012	94300-120	Contracts-Vehicle Repair													0	0	-
107	943013	94300-120	Contracts-Equipment Repairs	206	206	206	206	206	206	206	206	206	206	206	206	2,472	153	-
108	943014	94300-040	Contracts-Elevator Maint													0	0	-
109	943015	94300-110	Contracts-Fire Ext Service	138	138	138	138	138	138	138	138	138	138	138	138	1,656	1,249	2,976
110	943016	94300-080	Contracts-Sewer System Repairs	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	35,000	39,241	36,492
111	943017	94300-080	Contracts-Plumbing Repairs	338	338	338	338	338	338	338	338	338	338	338	338	4,056	7,819	4,370
112	943018	94300-070	Contracts-Electrical Repairs	185	185	185	185	185	185	185	185	185	185	185	185	2,220	0	1,613
113	943019	94300-120	Contracts-Appliance Repairs													0	0	-
114	943020	94300-080	Contracts-Gas Line Repairs	241	241	241	241	241	241	241	241	241	241	241	241	2,892	2,181	-
115	943021	94300-020	Contracts-HVAC Repairs													0	0	-
116	943022	94300-020	Contracts-AC Maintenance	32	32	32	32	32	32	32	32	32	32	32	32	384	249	303
117	943023	94300-120	Contracts-Hazardous Materials													0	0	-
118	943024	94300-120	Contracts-Towing Expenses	100	100	100	100	100	100	100	100	100	100	100	100	1,200	0	-
119	943025	94300-120	Contracts-Generator Maintenance													0	0	1,015
120	943026	94300-050	Contracts-Yard Maintenance													0	0	-

Line #	GL Number	FDS Code	Description	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	Budget Total	FY16 ANNUALIZE	FY15 Ended
121	943027	94300-110	Pvt Mgmt Contracts - Maintenance Salaries	15,318	15,318	15,318	15,318	15,318	15,318	15,318	15,318	15,318	15,318	15,318	15,318	183,816	187,497	153,016
122	943028	94300-110	PVt Mgmt Contracts - Maintenance Benefits	5,407	5,407	5,407	5,407	5,407	5,407	5,407	5,407	5,407	5,407	5,407	5,407	64,884	74,200	66,073
123	943029	94300-120	Unit Turnaround													0	0	-
124	943031	94300-010	Rubbish & Landfill Fees	17	17	17	18	18	18	18	18	18	18	18	18	213	160	397
125	943060	94300-120	CONTRACTS - CIP PLAN													0	0	-
126	943061	94300-120	Contracts - CIP Design Costs													0	0	-
127	943062	94300-120	Contracts - CIP Construction Costs													0	0	-
128	943063	94300-120	EQP													0	0	-
129	943901	94300-120	Front Line Service Fees	500	500	500	500	500	500	500	500	500	500	500	500	6,000	0	7,285
130		**94000.**	**Total Maintenance (Line 79 thru 130)**	34,173	33,903	33,903	31,811	31,812	31,812	31,812	31,812	31,812	31,812	31,812	31,812	388,282	429,048	405,359
131	951000	95200	Protective Services - Labor													0	0	-
132	952000	95200	**Protective Services - auto fill**													0	0	-
133	952000	95200	**Protective Services - request by AMP**	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	96,360	0	-
134	952001	95200	Pvt Mgmt Contracts - Protective Svc Salaries													0	0	-
135	952002	95200	Pvt Mgmt Contracts - Protective Svc Benefits													0	0	-
136	953000	95300	Protective Serv-Other													0	0	-
137		**95000.**	**Total Protective Services (Line 132 thru 137)**	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	96,360	0	-
138	961000	96120	Insurance Premiums													0	0	6,234
139	961100	96110	Property Insurance	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	21,324	20,416	18,778
140	961200	96120	General Liability Ins	905	905	905	905	905	905	905	905	905	905	905	905	10,860	11,273	3,637
141	961300	96130	Workers Comp Ins	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-
142	961400	96140	Other Insurance	955	955	955	955	955	955	955	955	955	955	955	955	11,460	0	909
143		**96100.**	**Total insurance Premiums (Line 139 thru 143)**	3,637	3,637	3,637	3,637	3,637	3,637	3,637	3,637	3,637	3,637	3,637	3,637	43,644	31,689	29,558
144	962000	96200	Other General Expense													0	0	-
145	962050	96200	Motor Pool Vehicle Rental													0	0	-
146	963000	96300	Payments In Lieu Of Taxes													0	0	-
147	964000	96400	Bad Debt-Tenant Rents			1,756			1,756			1,756			1,756	7,024	7,888	(8)
148	968000	96800	Severance Expense													0	0	-
149	973000	97300	Housing Assistance Payments													0	0	-
150	973010	97300	Section 8 Landlord Payments													0	0	-
151	973015	97300	HAP-FSS Escrow Cost	115	115	115	115	115	115	115	115	115	115	115	115	1,380	0	648
152	973060	97300	Section 8 Tenant Refunds													0	0	-
153	973500	97350	HAP Portability In													0	0	-
154	999999	96200	Undistributed expense													0	0	-
155		**96000.**	**Total Other General Expenses (Line 145 thru 155)**	115	115	1,871	115	115	1,871	115	115	1,871	115	115	1,871	8,404	7,888	640
156		**96900.**	**Total Operating Expenses**	111,929	111,660	113,416	109,568	109,569	111,325	109,569	109,569	111,325	109,569	109,569	111,325	1,328,392	1,211,209	1,215,072
157	**Operating Profit (Loss)**			**(8,795)**	**(8,526)**	**(10,282)**	**(6,434)**	**(6,435)**	**(8,191)**	**(6,435)**	**(6,435)**	**(8,191)**	**(6,435)**	**(6,435)**	**(8,191)**	(90,789)	40,203	(25,292)
161	**Other Financing Sources (Uses)**																	
162	706100	70600	Federal CFP BLIs >=1430 (MSWPP)													0	0	-
163	706100	70600	Federal CFP for relocation													0	0	-
164	706099	70699	Federal CFP BLI 1406													0	1,147	-
165	710010	10010	State G-Fund, for Security	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	96,360	0	-
166	710010	10010	State G-Fund, for State Housing													0	0	-

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167	710010	10010	State G-Fund, for MSWPP														0	0	-
168	708099	10010	State B-Fund, for MSWPP														0	14,211	-
169			Other financing source														0	0	
170			Other financing source														0	0	
171			Other financing source														0	0	17,708
172		**Subtotal (Line 163 thru 169)**			8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	8,030	96,360	15,358	17,708
173	**Excess (Deficiency) of Total Revenue Over (Under) Total**				(765)	(496)	(2,252)	**1,596**	**1,595**	(161)	**1,595**	**1,595**	(161)	**1,595**	**1,595**	(161)	5,571	55,560	(7,584)